

Open: 12 December 2013



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

REQUEST FOR QUOTATIONS

Quotations are hereby invited from service providers to supply and deliver stationery.

PROJECT NO.LIM473/STATIONERY/13/14/043

Specification for Stationery

Item no	Description	Quantity
1.	Extension 10m Double plug	10
2.	Arch Leaver Files Black	300
3.	Arch Leaver Files Red	50
4.	A4 Papers - Ream	1000
5.	Red Secure Tape	300
6.	HP Laserjet CB 540 Black	10
7.	HP Laserjet CB541 Cyan	5
8.	HP Laserjet CB 542 Yellow	5
9.	HP Laserjet CB543 Magenta	5
10.	HP 35A	5
11.	Date Stamp with the word " MAKHUDUTHAMAGA MUNICIPALITY, PRIVATE BAG X9245 SEKHUKHUNE 1124, SEKHUKHUNE DLTC, LICENSING DEPARTMENT	2
12.	Stamp Planning – Sample attached	1
13.	PVC File Dividers Days 1-31	20
14.	PVC File Dividers Alphabet	20

The employer is Makhuduthamaga Local Municipality represented by the Municipal Manager.

Completed and signed Quotations must be sealed in an envelope marked "LIM473/STATIONERY/13/14/043". The closing date is **19 December 2013 at 10:00** and should be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse.

Preference will be given to those who are registered with the Municipality's database as in terms of Section 13(i) of SCM Policy. The following documents must be submitted with the quotations: A valid tax clearance issued by SARS, Company registration, Company profile (attach appointment letters for the work done), Proof of

payment of Municipal services (for both the company and the directors), Joint Venture Agreement (If any), the certified ID copies of Directors and declaration of interest form.

Bidders are requested to attach their B-BBEE status level certificate. The certificate must be issued by SANAS accredited agencies or registered auditors approved by the Independent Regulatory Board of Auditors (IRBA). The Municipality has the right to check the validity of the certificate.

Note: All copies must be certified. The certification must not be older than three months of the closing date.

No fax or email will be accepted

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act, 5/2000 and the revised Preferential Procurement Regulation as amended June 2011 on 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation.

For enquiries contact: 013 265 8600 or 013 265 1975

Supply Chain Management unit: Mr. M.A Malekana

Mr. R.E Phetla

